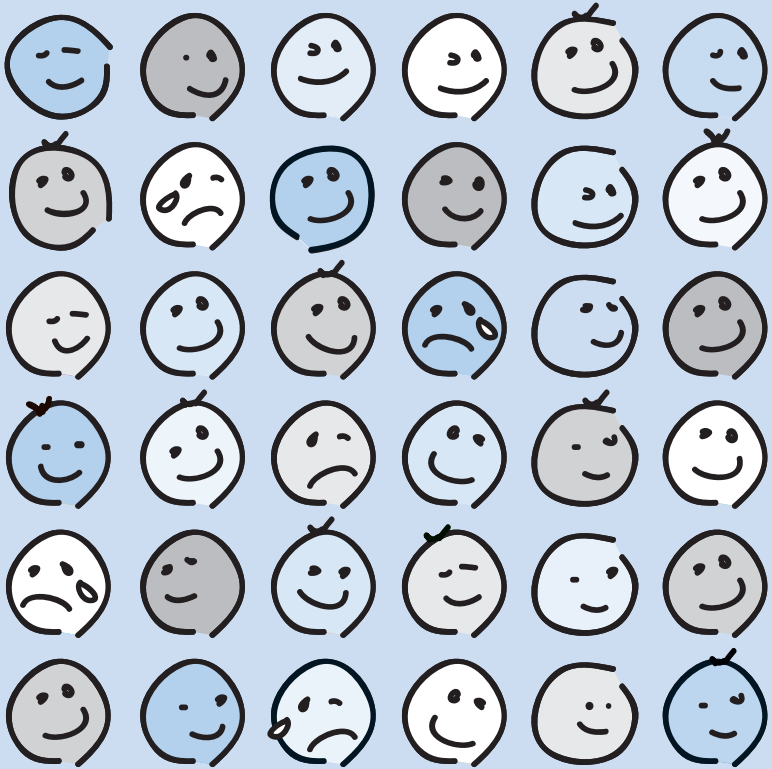


# Child Protection Case Conference

## Information Leaflet for Parents

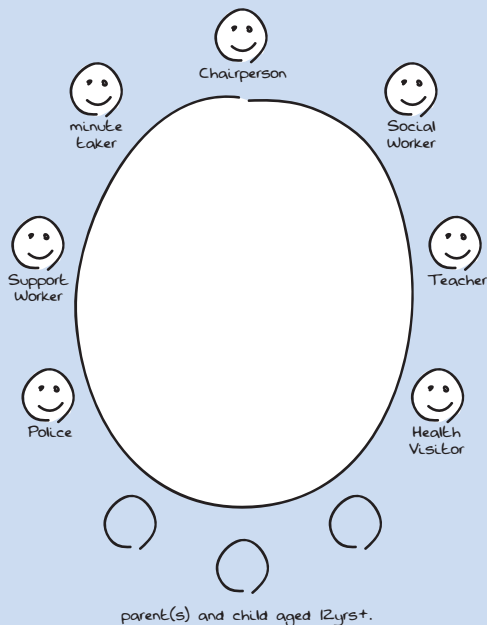


A Child Protection Case Conference involves the sharing of information about your child and your family. This leaflet should answer some of the questions which you may have about this meeting.




**answer** A conference is a meeting to bring together all of the people who are involved with and have knowledge of you and your family to share information and talk about what is best for your child.

**answer** All those who know your family, are invited such as...



You, and possibly your child, will be invited. You can bring someone along for support - perhaps a friend, family member or support worker



What happens  
at the meeting?

**answer** Meetings are arranged for different reasons:


- following a Child Protection Investigation,
- before the birth of a baby
- following significant concerns being raised regarding children or young people already involved with services

Everyone at the meeting, including you, will have an opportunity to take part and ask questions. All children living in your family will be discussed at the meeting and decisions may affect them too.

Different decisions can be reached, such as:

- no further action required,
- voluntary support offered,
- delayed decision to enable further information to be obtained, or further contact is made with the family or an assessment is carried out (this involves gathering more detailed information about your family's circumstances)
- placing your child or children's name(s) on the Child Protection Register

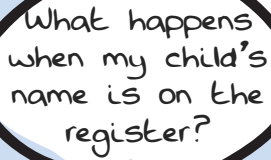
**answer** Social Work Services keeps a central register of all children living in their area who are thought to be at risk of harm and in need of protection. The list is highly confidential and will not be generally available.



What is the  
Child Protection  
Register?

Children can be registered under one or more of the following categories:

- Physical injury
- Physical neglect
- Emotional abuse
- Sexual abuse
- Non-organic failure to thrive (child is not growing and developing as they should)




What happens when my child's name is on the register?

**answer** A Child Protection Plan will be drawn up and all agencies involved will work together with you to support you and your family.

Progress made with the Plan is discussed at a Review Case Conference and at core group meetings.

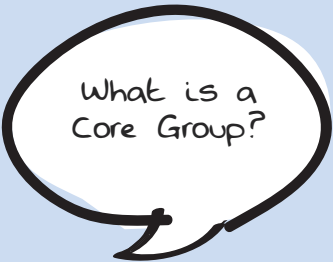
**answer** This is a package of support agreed by everyone who attends the Case Conference, including parents. This sets out what needs to be done to reduce the risk of future harm.



What is a Child Protection Plan?

You will be given a copy of the Plan.

The Core Group is responsible for putting the Plan into action.



What is a Core Group?

**answer** This is a small group of people who are involved with you and your family, such as Health Visitor, Teacher, Social Worker and Support Worker. How often the group meets will be decided at their first meeting. You will be invited to attend these meetings. If there are any difficulties with the

Plan, these will be discussed and where necessary changes made to deal with them.



What is a  
Review Case  
Conference?

**answer** This is a meeting which is held 3 months after the first meeting. The Child Protection Plan is discussed and decisions are made about whether the child's name should remain on the Register or be removed depending on the progress of the Child Protection Plan.

If a child's name remains on the Register, the Child Protection Plan will be reviewed and an necessary changes are made. Review Case Conferences usually take place every 6 months unless anyone who attends meetings, including yourself, asks for a Review to take place sooner.

**answer** Attending the meeting offers the opportunity to express your views and these will be taken into account in reaching a decision. You will also be able to hear and comment on the information shared by others at the meeting. You could put your views in writing before the meeting, if this would be helpful to you.



How can I  
make my views  
known?

An allocated Social Worker will meet with you before the meeting to let you read his/her report and help you to prepare for the meeting. Other agencies may also share their report with you beforehand.



What if I don't agree with the decision of the Conference?

**answer** All agencies want to work with you, but they must consider your child's best interests. Sometimes this will be different from your own interests. It is however very important that everyone listen to your views.

If you disagree with the decisions made, a note of this will be taken by the

Minute Taker who takes a record of the information shared and the decisions reached.

You can appeal the decision to register or not register your child's name, if you attended the meeting.

If you wish to appeal you should write to the Chair of the Child Protection Committee, within 10 working days of the meeting, stating clearly your reasons for appeal. You can ask for help to do this. The Chair will decide whether there are grounds for an appeal and if so, will arrange a meeting made up of members of the Falkirk Child Protection Committee to hear the appeal.



Do you have comments about the service you received?

**answer** Feedback about our services is always welcome. This helps us to make sure that our services are the best they can be for you in the future. If you are unhappy about the Case Conference process speak to the Child Protection Coordinator who chairs the meeting, this way most problems can be dealt with quickly. If the matter still can't be resolved, you could make a formal complaint in writing to:

The Complaints Officer  
Social Work Services Brockville  
Hope Street  
Falkirk FK1 5RW  
01324 506400  
[complaintsofficer.hsw@falkirk.gov.uk](mailto:complaintsofficer.hsw@falkirk.gov.uk)

We can help you to make a formal complaint, if required.



## contact details

### **Chair of Falkirk CPC**

***Margaret Anderson***

Head of Service, Children &  
Families/Criminal Justice

Brockville

Hope Street

Falkirk

FK1 5RW

**Tel: 01324 506512**

**e: [margaret.anderson@falkirk.gov.uk](mailto:margaret.anderson@falkirk.gov.uk)**

### **Lead Officer Child Protection**

***Catriona Laird***

Children's Services Team

Haypark Business Centre

Marchmont Avenue

Polmont

FK2 0NZ

**Tel: 01324 503806**

**e: [catriona.laird@falkirk.gov.uk](mailto:catriona.laird@falkirk.gov.uk)**

### **Quarriers Children's Rights Officer**

***Gordon Stewart***

Quarriers Children's Rights Service

9B/C East Bridge Street

Falkirk

FK1 1YD

**Tel: 01324 692029**

**e: [gordon.stewart@quarriers.org.uk](mailto:gordon.stewart@quarriers.org.uk)**

If you would like this information in another language, Braille, LARGE PRINT or audio, please contact your local Social Work office.

#### **Polish**

Jeżeli chciałbyś/chciałabyś uzyskać owe informacje w języku innym aniżeli język angielski, w języku Braille'a, w DUŻYM FORMACIE lub zapisane na kasetach audio skontaktuj się z lokalnym biurem Opieki Społecznej (social work office).

#### **Lithuanian**

Jeigu jūs norėtumėte gauti šią informaciją kita kalba, Brailio šriftu, stambiu šriftu ar įgarsintą, prašome susisieki su jūsų vietiniu socialines rūpybos ofisu.

#### **Arabic**

إذا كنت بحاجة الى هذه المعلومات بلغة اخرى, بريل, حروف كبيرة او مسجلة صوتيا نرجوا منك الاتصال بمكتب الخدمات الاجتماعية المحلي.

#### **Urdu**

اگر آپ یہ معلومات دوسری زبان، بریل، بڑے حروف کی چھپائی یا آڈیو میں چاہتے ہیں تو براۓ مہربانی اپنے لوکل سوشل ورک آفس سے رابطہ کریں۔

#### **Chinese**

如果你希望獲得此份資料的其他語言、凸字、大號字印刷或者錄音格式，請與你附近的社會工作辦公室聯絡。

#### **Punjabi**

ਜੇਕਰ ਤੁਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਜ਼ਬਾਨ, ਬਰੇਲ, ਵੱਡੀ ਛਪਾਈ ਜਾਂ ਆਡੀਓ ਤੇ ਲੈਣਾ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਫ਼ਿਰਾ ਕਰਕੇ ਆਪਣੇ ਸਥਾਨਕ ਸੋਸ਼ਲ ਵਰਕ ਆਫਿਸ ਨਾਲ ਸੰਪਰਕ ਕਰੋ